



## **MISSISSIPPI STATE CAPITOL**

### **Volunteer Tour Guide / Hospitality Attendant**

#### **Purpose:**

To provide visitors with information that will enrich their visit to the State Capitol and to Mississippi. Under the purview of Mississippi State Capitol Visitor Services, the tour guide/hospitality attendant will provide information that shall educate the public about the historical and architectural aspects of the building, Mississippi's legislative process, as well as tourism-related information that will make the visitor experience to Mississippi more enjoyable.

#### **Responsibilities:**

- Greet and sign in visitors
- Place a tally mark for each visitor
- Provide information about the State Capitol and the surrounding area
- Escort visitors to the area where tour will begin and explain building guidelines
- Conduct guided tour of the State Capitol
- Be available on main floor for questions until visitors leave

#### **Qualifications:**

- Knowledge of subject matter
- Ability to convey knowledge in an interesting manner
- Agreeable personality
- Ability to relate well to people of all ages, backgrounds, and educational levels

#### **Requirements:**

- Successfully complete training
- Knowledge of State Capitol Visitor Services policies and procedures
- Stand for a minimum of one hour and navigate stairs
- Dependability

#### **Time Commitment:**

- Continuous service assignment, preferably twice a month
- Thirty (30) hours of volunteer service per year at the State Capitol are required to remain on the active volunteer list

#### **Benefits:**

- Pride of sharing one of Mississippi's most architecturally significant buildings with the public
- Continuing education
- Documented volunteer service for work or school credit
- All training and training-related materials provided by the State Capitol
- Volunteer appreciation activities provided by the State Capitol

#### **Reports to:**

State Capitol Curator, Director of Visitor Services, or Assistant Director of Visitor Services